



U. S. ENVIRONMENTAL PROTECTION AGENCY
REGION 5
77 West Jackson Boulevard
Chicago, Illinois 60604

WS-15J

MEMORANDUM

Date: December 20, 2004

Subject: Technical Contact Progress Report Review
Grantee: Village of Laurelville
Project Name: Rehabilitation of Public Sanitary Sewage Collection
and Treatment Systems
Grant No.: XP-97579701-0

From: Lula Spruill, Project Officer *Lula Spruill*
State & Tribal Programs Branch - WS-15J

To: Steffanie, Technical Contact
State & Tribal Programs Branch - WS-16J

This memorandum is to request your comments on the attached progress reports using the accompanying progress report review worksheet to document key aspects of the evaluation. The lead technical contact is responsible for coordinating the input of other staff members as appropriate. Please complete sections (9) through (19) of the review worksheets and return to the project officer. The review worksheets will be maintained in the grant file as verification of post award monitoring by the technical contact. If additional space is needed, attach additional sheets with the grant number included. Please refer to the attached instruction sheet if you have any questions on any portion of the review worksheet.

Please provide your comments to me by January 28, 2005. If you have questions regarding this matter, feel free to contact me at 6-2281.

Attachments

Technical Contact Review Worksheet **for Progress Reports**

Rev. 2-12-04

1: Project Title: Rehabilitation of Public Sanitary Sewage Collection & Treatment Systems		2: Grantee: Village of Laurelville
3: Grant #: XP-97579701-0	4: Date Received: 11/2/04 & 12/11/04	5: Date Due: May 2004
6: Period of Report: FFY 2004	7: Project Officer: Lula Spruill 6-2281 - WS-15J	8: Technical Contact: Steffanie Crossland 3-4779 - WS-15J
9: Date of Review:		10: TC Signature:

11: Does this report adequately describe the activities performed during the period of the report to achieve the workplan objectives? Yes No **(Explain the activities and relate to Workplan Objectives):**

12: Is the grantee making sufficient progress on the grant objectives and actions as outlined in the approved Workplan? Yes No Explain

13: If monitoring has been conducted, is the QAPP/QMP being followed? Yes No
Does the QAPP need to be revised or has it been? Yes No
Explain:

14: If any deliverables have been submitted this reporting period relating to the work plan activities, please provide a brief review of the deliverable(s); i.e., name and content of deliverable, associated workplan task, quality of report, etc.:

15: Any training and/or travel taken this reporting period? Yes No

Is this training and/or travel consistent with the Workplan objectives? Yes No

Explain:

16: Any equipment purchased (items over \$5000) during this reporting period? Yes No

Is this equipment purchase consistent with the Workplan objectives? Yes No

Explain:

17: Does the progress report anticipate upcoming activities, actions, and or problems? Yes No

Explain:

18: Any additional comments?

(Please include additional sheets as needed.)

Instruction Sheet for the:

Technical Contact Review Worksheet
for Progress Reports

#1-#8 should be filled out by the Project Officer prior to sending the form to the technical contact

- 1) If no project title, leave blank
- 2) Grantee: Print full name of grantee
- 3) Grant #: Provide full grant number
- 4) Date Received: Date report received by the agency.
- 5) Date Due: Date report was due into the agency. #5 along with #4, we should be able to determine if the report was submitted on time. If it is late, additional comment should be made in #19 to explain why.
- 6) Period of Report: i.e, 1st Q - FY'03, Annual Rpt FY03.
- 7) Project Officer: Print PO's name
- 8) Technical Contact: Print TC's name
- 9) Date of Review: date of the Technical Contact review
- 10) TC Signature: TC signs here. If done electronically, write in "See E-mail". Project Officer or Program Manager will attach your e-mail to the form when printed and the e-mail will serve as your "signature".
- 11 -17) Provide Yes or No answers, as appropriate and explain your response as best as you can. If the worksheet is done electronically, just type in your comments. If done by hand and additional sheets are needed, please include items 1-3 on your continuation pages.
- 18) Any additional comments? Please provide any other concerns, issues, highlights, etc., covering the reporting period. If report was deficient in any way, please comment on what the grantee needs to do to correct the deficiency.